



**JUSTICE CABINET  
DEPARTMENT OF  
JUVENILE JUSTICE  
POLICY AND PROCEDURES**

**REFERENCES:  
KRS 529.010**

**CHAPTER: Juvenile Services in Community**

**AUTHORITY: KRS 15A.0652**

**SUBJECT: Case Management Screens and  
Assessments**

**POLICY NUMBER: 601.2**

**TOTAL PAGES: 3**

**EFFECTIVE DATE: 1/04/2016**

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**, COMMISSIONER**

**I. POLICY**

The Department of Juvenile Justice shall conduct screenings and assessments on all probated, committed, and sentenced youth to assist in developing appropriate services for youth.

**II. APPLICABILITY**

This policy shall apply to all Community and Mental Health Services.

**III. DEFINITIONS**

Refer to Chapter 600.

**IV. PROCEDURES**

**A. Risk and Criminogenic Needs Assessment (RCNA)**

1. The JSW shall complete the initial RCNA following adjudication on all public offense cases to guide dispositional recommendations to the Court.
2. The JSW shall complete a RCNA reassessment during case management on probated, committed or sentenced youth:
  - a. at the time of a new adjudicated public offense, and
  - b. in preparation for case closure.

- B. Youth on community supervision who are assessed as High Risk on the RCNA shall be referred by the JSW for Functional Family Therapy (FFT) or an equivalent treatment service within seven (7) business days and assisted by the JSW in accessing a mentoring program or other pro-social activity and vocational training or opportunities.**

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**C. Case Management Needs Assessment (CMNA)**

1. The JSW shall complete the assessment within five (5) business days following disposition.
  2. The JSW shall complete the re-assessment in preparation for case closure.
- D.** If the youth is a declared juvenile sex offender one of the top three (3) needs shall be sex offender treatment.
- E.** If the Case Management Needs Assessment indicates a youth who is remaining in the community having scored for any noted substance abuse, other than experimentation, the JSW shall refer to a community based service provider for further assessment and treatment recommendations within seven (7) business days.
- F.** If the Case Management Needs Assessment indicates a youth who is remaining in the community having scored as having a minor need or chronic/major need in Trauma, the JSW shall make the community based service provider aware of this need indicator for further assessment within seven (7) business days.

**G. Human Trafficking Screening**

1. The Juvenile Service Worker (JSW) shall complete a human trafficking screening on each youth within five (5) business days of disposition resulting in probation, commitment, or sentence to DJJ.
2. If the juvenile scores a “yes” for any item on the screening tool or self-reports anytime thereafter, the JSW conducting the screening or receiving the report shall:
  - a. Immediately notify the Cabinet for Health and Family Services (CHFS) via the Child Protective Services hotline at 1-877-KYSAFE1 or the Kentucky Online Child/Adult Protective Services Reporting System at <https://prd.chfs.ky.gov/ReportAbuse/home.aspx>;
  - b. Notify the juvenile’s attorney that the youth may be a victim of human trafficking no later than the next business day via fax or email;
  - c. If the juvenile is a resident of or has resided in another state or country within the last year, call the National Human Trafficking Hotline at 1-888-373-7888 and notify the DJJ Interstate Compact Office;
  - d. If the youth is a foreign national, contact the Catholic Charities of Louisville at 502-974-4947 to request assistance with an eligibility letter and coordinating support services; and
  - e. Up-line to the next line supervisor and DJJ Office of Legal Services.
3. A copy of the screening shall be maintained in the juvenile’s ICR.
4. The JSW shall collaborate with CHFS to access or provide the appropriate community based treatment services.

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**V. STAFF TRAINING**

The JSDS shall ensure that all community staff are trained the RCNA reassessment process, CMNA assessment and reassessment process, and the Human Trafficking screener.

**VI. MONITORING MECHANISM**

- A. The Division Director of Community and Mental Health Services or designee and the Quality Assurance Branch shall develop monitoring protocols to be used by the JSDS or JSS that review the administration of the registration all community staff for CMNA and Human Trafficking screeners.
- B. DJJ shall implement a RCNA inter-rater reliability plan to support scoring fidelity, to ensure RCNA users are scoring the same risk level and response to questions on the tool, demonstrating correct manual scoring and data entry, and facilitating validation of the RCNA tool.